

2023-2024 FEDERAL VERIFICATION WORKSHEET

In order to safeguard your personal information and comply with federal regulations, we have implemented Financial Aid Self-Service as a secure upload site. Please submit all documents through the student's Financial Aid Self-Service site found here: <https://d.widener.edu/Student/FinancialAid/Home>.

PLEASE COMPLETE ALL STEPS. **DO NOT LEAVE ANY BLANKS.**

STEP 1 – STUDENT INFORMATION

<i>Last Name</i>	<i>Full Legal First Name</i>	<i>Last four digits of Social Security Number (xxx-xx-1234)</i>	<i>Student ID Number</i>
<i>Permanent Address</i>	<i>Street & Number</i>	<i>City/State/Zip</i>	<i>Date of Birth</i>
<i>Cell Phone Number (Include Area Code)</i>	<i>Home Phone Number (Include Area Code)</i>	<i>Email Address</i>	

STEP 2 – FAMILY INFORMATION

If you are a **dependent student**, include:

- **Yourself**
- **Your biological or legal parents**, even if unmarried, **and step-parent that reside in your household**. Do not include parents who do not live in your household due to divorce or separation.
- **Your parents' and/or step-parent's other dependent children**, if your parents and/or step-parent will provide more than half of their support from **July 1, 2023 through June 30, 2024**,
- Other people, only if they now live in your parents' household and your parents will provide more than half of their support from **July 1, 2023 through June 30, 2024**
- **Do not include children for whom your parents and/or step-parent pay child support.**

If you are an **independent student**, include:

- **Yourself**
- **Your spouse** (if you are married)
- **Your children**, if you will provide more than half of their support from **July 1, 2023 through June 30, 2024**
- Other people, only if they live in your household and you provide more than half of their support and will continue to do so from **July 1, 2023 through June 30, 2024**
- **Do not include children for whom you or your spouse pay child support.**

Full Name	Age	Relationship	Name of College (If at least half-time for 2023-2024)	Indicate Whether an Undergraduate or Graduate Student
		Self	Widener University Delaware Law School	

STEP 3 – STUDENT TAX TRANSCRIPT & INCOME INFORMATION – FOR CALENDAR YEAR 2021

Did you or were you required to file a 2021 Federal Income Tax Return? *You must check yes or no.*

_____ **YES** If you have not already done so, please go to your 2023-2024 FAFSA and use the IRS Data Retrieval Tool to link your taxes, **OR** submit a copy of your signed 2021 1040 form, **OR** obtain your tax transcript directly from the **IRS**. Continue to STEP 4.

***NOTE:** To request official tax transcripts go to www.irs.gov.

_____ **NO, I DID NOT AND WAS NOT REQUIRED TO FILE A 2021 INCOME TAX RETURN.**

Independent students must submit an official IRS 2021 Verification of Non-filing Letter available through www.irs.gov along with a **Wage and Income Transcript** available through www.irs.gov. ***Two separate Verification of Non-filing Letters, one for the student and one for the student's spouse, are required if both are listed on the FAFSA, along with a copy of the Wage and Income Statement for both the student and their spouse.**

Complete the table below; if applicable, enter zeros then continue to STEP 4. Do not leave blank.

Source of Income, you must submit a copy of your 2021 W2 or 1099 statements (Fill out only if you did NOT file taxes)	Amount Earned in 2021
TOTAL	

NOTE: To request a Tax Return Transcript, Verification of Non-filing Letter, or a Wage and Income Statement, go to www.irs.gov. Please be advised that it may take a minimum of three weeks for the IRS to mail these documents to you. **Student ID number must be on ALL documents.**

STEP 4 – PARENT/SPOUSE TAX TRANSCRIPT & INCOME INFORMATION – CALENDAR YEAR 2021

Did you or were you required to file a 2021 Federal Income Tax Return?

You must check N/A, yes or no.

_____ **N/A** I am an Independent and unmarried student

_____ **YES** If you have not already done so, please go to your 2023-2024 FAFSA and use the IRS Data Retrieval Tool to link your taxes, **OR** submit a copy of your signed 2021 1040 form, **OR** obtain your tax transcript directly from the **IRS**. Continue to STEP 5.

***NOTE:** To request official transcripts go to www.irs.gov.

_____ **NO, I DID NOT AND WAS NOT REQUIRED TO FILE A 2021 INCOME TAX RETURN.**

Your parents or spouse must submit an official IRS 2021 Verification of Non-filing Letter* available through www.irs.gov along with a **Wage and Income Transcript** available through www.irs.gov. Complete the table below; if applicable, enter zeros then continue to STEP 5. Do not leave blank. ***Two separate Verification of Non-filing Letters, one for each parent, are required if two non-filer parents are listed on the FAFSA, along with a copy of the Wage and Income Statement for each parent.**

Source of Income, you must submit a copy of your 2021 W2 or 1099 statements (Fill out only if you did NOT file taxes)	Amount Earned in 2021
TOTAL	

NOTE: To request a Tax Return Transcript, Verification of Non-filing Letter, or a Wage and Income Transcript go to www.irs.gov. Please be advised that it may take a minimum of three weeks for the IRS to mail these documents to you. **Student ID number must be on ALL documents.**

STEP 5 – CERTIFICATION: Each person signing this worksheet certifies the information reported is complete and correct.

Student Signature -must be signed, cannot be typed

Date

Student Name (Please Print)

Parent Signature (IF student is dependent)-cannot be typed

Date

Parent Name (Please Print)